



Policy: 1301
Procedure: 1301.02
Chapter: Communication
Rule: Speakers' Bureau - Public Speaking

Effective: 11/30/05
Replaces: 1006.01
Dated: 2/13/02

Purpose:

Assignment of ADJC staff to the Speakers' Bureau shall be operated under the direction of the Chief of Legislative Policy and Community Affairs (CLPCA). The ADJC Speakers' Bureau manages all public requests for presentations regarding agency operations or topics on juvenile justice and delinquency.

Rules:

1. **ALL EMPLOYEES** shall refer all public speaking requests made of the Department from outside organizations (i.e., government agencies, schools, community service organizations, etc.) to the CLPCA or the Public Information Officer (PIO).
2. Upon receiving a request for an ADJC public speaker from an outside agency, school, or service organization, the **CLPCA OR PIO** shall review the merits of the request and approve or disapprove the request.
3. The **CLPCA OR PIO** shall document all requests and maintain a master calendar of all approved request(s). The **CLPCA OR PIO** shall:
 - a. Notify the requestor at least 7 working days prior to the speaking engagement if the request is approved; or
 - b. Notify the requestor at least 5 days from the receipt of the request if the request is disapproved.
4. The **CLPCA OR PIO** shall consult with identified staff possessing the necessary subject matter expertise and their immediate supervisor(s) to review the speaking assignment. If selected to present, the employee(s) is (are) then assigned to the Speakers' Bureau and may be called upon in the future for requested presentations to the public.
5. The **CLPCA OR PIO** shall ensure that all staff selected to participate in the ADJC Speakers' Bureau are provided with and are knowledgeable of current agency information which may include, but is not limited to:
 - a. ADJC fact sheet and other appropriate materials;
 - b. Descriptive handbooks on available programs;
 - c. Areas of interest that may be unique to the audience; and
 - d. Areas of concern or sensitivity that may arise.
6. Upon completion of the speaking engagement, the **ADJC PUBLIC SPEAKER** shall, within three business days following the conclusion of the presentation:
 - a. Notify the CLPCA or the PIO with a verbal or written report summarizing the event; and
 - b. Provide the CLPCA or the PIO with a copy of the audience's evaluations.
7. **ADJC PUBLIC SPEAKERS** shall ensure that the following is adhered to:
 - a. Their presentation accurately reflects departmental policies and procedures;
 - b. Any personal opinions expressed by the public speaker shall be identified as such; and
 - c. Questions regarding controversial or sensitive issues shall be immediately referred to the CLPCA or PIO.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By: